



Benefit Considerations related to Life Events

Marriage

Congratulations on your marriage! For your convenience we have assembled important information to consider.

Enrollment Changes

You have 31 days from the date of your marriage to make changes to your benefit enrollments. Fill out the [Wellmark Enrollment form](#) on the County website under Human Resources> Employee Resources> Employee Forms>Benefit Forms if you wish to add coverage and/or dependents. Return the form to the HR office within 31 from the date of your marriage with a copy of your marriage certificate. Coverage is effective the date of your marriage.

If necessary, you may want to update your address, phone number, and emergency contact information. This [form](#) can also be found online under Human Resources> Employee Resources> Employee Forms.

Beneficiaries

It is important you update your beneficiary designations for your Group Life & AD&D coverage's and your IPERS beneficiaries. Both of the change [forms](#) can be found online under Human Resources> Employee Resources> Employee Forms>Benefit Forms. Please return the forms the HR office.

Life Insurance

You may also add supplemental life insurance through Reliance Standard Life Insurance. You can add up to \$150,000 Supplemental Employee Life Only (or with AD&D) and/or \$30,000 Supplemental Spouse Life Only (or with AD&D) without completing an Evidence of Insurability form. You may also add a \$10,000 Supplemental Dependent Child policy once your child is at least six months old. If you wish to enroll in any of these voluntary plans, you must fill out the [Reliance Standard Supplemental Life &/or AD&D Enrollment Form](#) found online Human Resources> Employee Resources> Employee Forms>Benefit Forms. This will also need to be returned to the HR office.

Taxes

You may also consider updating your Federal and/or State tax withholdings to account for your new marital status. Finally, if you would like to make changes to the bank account(s) in which your paycheck is automatically deposited, you may complete a new Direct Deposit form. These [forms](#) can be located online under Human Resources> Employee Resources> Employee Forms>Payroll Forms.

Documentation

A copy of your Marriage License is required to change your benefit enrollments. A copy of your Driver's License and Social Security card may be required to change your legal name. Please provide this as soon as possible to the HR department and we will handle the name and/or address change with payroll, benefit carriers (Wellmark, Reliance, etc.) and contact the IT department to change your name on the Directory and email.

Please contact HR at (515) 993-6800 or dcpersonnel@dallascountyiowa.gov if you have additional questions or would like further assistance with this process.
